


# VACANCY NOTICE

#2004-85

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Data Control Clerk</u> CLASSIFICATION CODE: <u>02702000</u></p> <p>SALARY RANGE: <u>315, \$27542 - 29964</u> REFERENCE POSITION NO.: <u>2458-10000-146</u></p> <p>Department or Agency Name <u>Administration</u> APPLICATION PERIOD: <u>9/13/04 - 9/20/04</u></p> <p><i>Division/Section/Unit</i> <u>Taxation / Child Support Enforcement</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>1st ( Monday - Friday )</u> Job Location: <u>77 Dorrance Street, Providence, RI 02903</u></p> <p>Restrictions/Limitations: <u>LTPS 2/19/05</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>Council 94 - Local 2448</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
	General Information to Candidate
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To enter, monitor and control both the input and output of data through several media including data entry devices or on-line terminals for the creation, maintenance and report generation of a variety of computerized systems; as required, to perform minor programming tasks such as writing report generators; involves supervision of clerical support staff; and to do related work as required.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> Such as may have been gained through: graduation from a high school or from a computer-related technical school; and <b>Experience:</b> Such as may have been gained through: employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Charles Anthony Child Support Enforcement 77 Dorrance Street Providence, RI 02903</p> <p>Telephone #: <u>222-2302</u> Fax #: <u>222-2887</u> TTY/TDD #: <u>7-1-1</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER